

To: Hansen, Judy[Hansen.Judy@epa.gov]
Cc: Smith, Paula[Smith.Paula@epa.gov]
From: McClain-Vanderpool, Lisa
Sent: Sat 8/15/2015 4:35:53 PM
Subject: amending timesheet for last pay period

Hi Judy- Haven't had a chance to contact you. Are you able to go into my people plus? I could use the assistance Ben offered. I amended my timesheet for last weekend – can you check it? Not sure if we put Overtime or reg time or how that works. Also not sure if we change our regular hours to be for the GKM or if that's considered regular work until I'm overtime and then I select GKM. Thanks for your help! I'll be in the office Monday but am working over the weekend.

Lisa McClain-Vanderpool

Public Affairs Specialist/Media Officer

Office of Communications and Public Involvement

US Environmental Protection Agency, Region 8

1595 Wynkoop Street

Denver, Colorado 80202

Office 303.312.6077

Cell 303.501.4027

From: Bielenberg, Ben
Sent: Thursday, August 13, 2015 12:06 PM
To: Cristiano, Gina; McClain-Vanderpool, Lisa
Cc: Poetter, Joe; Hansen, Judy
Subject: RE: pay codes

Working on a note to address all non-deployed folks just need David to review b/f I send. Lisa, you should have the code in your PPL favorites already. If you need help entering please give Judy Hansen (6417) a call.

From: Cristiano, Gina
Sent: Thursday, August 13, 2015 11:57 AM
To: McClain-Vanderpool, Lisa
Cc: Poetter, Joe; Bielenberg, Ben
Subject: Re: pay codes

Joe/Ben, can you answer this? I don't want to bug christine if we don't have to. Thanks.

Sent from my iPhone

On Aug 13, 2015, at 6:56 AM, McClain-Vanderpool, Lisa <Mcclain-Vanderpool.Lisa@epa.gov> wrote:

Hey Gina – I didn't get any hours into ppl for my work fri/sat. Do you know the codes we're supposed to use for that? I have a question to Christine Portillos. I'll have to amend. Let me know and I can pass it on to our group.

Lisa McClain-Vanderpool

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